



County of San Diego
DEPARTMENT OF ENVIRONMENTAL HEALTH
FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
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**COTTAGE FOOD OPERATION
REGISTRATION**

Cottage Food Operation (CFO) Contact Information

CFO Name _____ Assessor's Parcel No. _____
CFO Address _____ City _____ Zip _____
CFO Owner's Name _____ Phone () _____ - _____
Mailing Address _____ City _____ Zip _____
E-Mail Address _____ @ _____

CATEGORIES:

- ☐ **Class A:**
Direct Sales only
- ☐ **Class B: Direct and Indirect Sales**
(permit application is required)

Office Use Only:

Registration #: _____ Date: ____/____/____
Amt. paid: \$ _____ Payment Type: _____
Check #: _____

PROHIBITED ITEMS:

Foods containing cream, custard, or meat fillings are potentially hazardous and are not allowed. Only foods that are defined as "non-potentially hazardous" are approved for preparation by a Cottage Food Operation (CFO). These are food items that do not require refrigeration to keep them safe from bacterial growth that could be a cause of food-borne illness.

PRODUCTS THAT WILL BE PREPARED AT YOUR CFO: (Please check the items you will be preparing or selling)

This list is subject to change based on the current approved food list provided by the California Department of Public Health

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Baked Goods | <input type="checkbox"/> Dried Pasta | <input type="checkbox"/> Honey | <input type="checkbox"/> Popcorn |
| <input type="checkbox"/> Candy | <input type="checkbox"/> Dry Baking Mixes | <input type="checkbox"/> Mustard | <input type="checkbox"/> Vinegar |
| <input type="checkbox"/> Churros | <input type="checkbox"/> Fruit Butter | <input type="checkbox"/> Tortillas | <input type="checkbox"/> Waffle Cones |
| <input type="checkbox"/> Dried Mole | <input type="checkbox"/> Herb/Spice Blends | <input type="checkbox"/> Pizzelles | <input type="checkbox"/> Jams/Jellies/Preserves |
| <input type="checkbox"/> Chocolate Covered Food | <input type="checkbox"/> Fruit Tamales/Pies/
Fruit Empanadas | <input type="checkbox"/> Nuts/ Nut Mixes/
Nut Butters | <input type="checkbox"/> Dried Tea/
Roasted Coffee |
| <input type="checkbox"/> Dried Fruit/
Vegetables | <input type="checkbox"/> Granola/Cereals/
Trail Mix | <input type="checkbox"/> Sweet Sorghum
Syrup | <input type="checkbox"/> Other |

Use this space to describe any other pertinent information about your products:

COTTAGE FOOD OPERATION REGISTRATION

POTABLE WATER SOURCE: Check the water source you will use in your Cottage Operation

☐ City Water District (please indicate water district below)

☐ Private Well*

WASTEWATER DISPOSAL: Indicate the type of system you will use to dispose of wastewater

☐ Public Sewer (please indicate sewer district below)

☐ Private Septic System*

***For Class "A" Operations:**

- Be advised the additional wastewater flows from your cottage food operation may have an impact on your septic system.
- If the site is served by a water well, the Department of Environmental Health (DEH) recommends that the water be analyzed by a private lab to ensure it meets minimum bacterial and chemical standards.

***For Class "B" Operations:**

- Sites served by a septic system and/or well are directed to LWQD for an evaluation and approval of the system(s) prior to operation of the CFO. A fee for review will be required.
- Should you have questions regarding this, please contact the Land & Water Quality Division at (858) 565-5173.

TRAINING REQUIREMENT: FOOD PROCESSOR COURSE:

Within 3 months of being approved to operate by the Department of Environmental Health, you must provide proof of completion of the required California Department of Public Health (CDPH) food processor course. Proof of completion may be faxed to the Department at (858) 505-6848.

For information on CDPH course availability, visit their web site at www.cdph.ca.gov.

LABELING:

All cottage food must be labeled in accordance with the [Federal Food, Drug, and Cosmetic Act \(Title 21 of the U.S. Code; Sect. 343 et seq.\)](#).

The cottage food label shall include the following:

1. "Made in a Home Kitchen" in 12-point type
2. Name commonly used for the food product
3. Name of CFO which produced the food (Registered with DEH-FHD)
4. Registration or permit number and the name of the local enforcement agency that issued the permit (i.e. County of San Diego, Department of Environmental Health, Food & Housing Division)
5. Product ingredients in descending order by weight
6. Address of Cottage Food Operation
7. The net quantity (count, weight, or volume) of the food product, it must be stated in both English (pound) units and metric units (grams).
8. A declaration on the label in plain language if the food contains any of the major food allergens such as milk, eggs, tree nuts, wheat, peanuts, and soybeans. There are two approved methods prescribed by federal law for declaring the food sources of allergens in packaged foods: 1) in a separate summary statement immediately following or adjacent to the ingredient list, or 2) within the ingredient list.

Along with your completed registration form, submit a copy of the label(s) for your cottage food product(s) to this Department for review.

Note: If you are the sole business owner and an honorably discharged veteran you may be eligible for a fee exemption.

Operator's Certification Statement and Signature:

CERTIFICATION STATEMENT: I certify under penalty of law that I am the operator of this cottage food operation, not an employee or household member of the true operator. I further certify, based on my direct personal knowledge, that the statements of conformance with legal requirements made by my checkmarks on this document are true and correct. I will comply with the applicable requirements of the California Health and Safety Code and applicable County or City codes, including any directives or orders issued under the codes. I also certify that no modifications or alterations have been made to my residence to accommodate this cottage food operation that would require a building permit, and that prior to making any modifications, the appropriate building permits will be obtained from the local building department. I understand that the registration I am seeking will not be transferable to another person or location, and that this registration will become invalid and this cottage food operation illegal if required fees, including annual renewal fees, are not paid when due.

Owner's Signature: _____

Date: ____ / ____ / ____

Owner's Printed Name: _____